# *Kronos Time Off Requests*

Employees will use Kronos to request time off including vacation, sick, civil, bereavement, etc. Requests for the current pay period must be made and approved no later than the Monday after the pay period ends.  If Monday is a holiday, the deadline is Tuesday.  **Requests made after the deadline may not process at all or could lead to payroll errors.  Please contact HR before submitting any leave requests after the deadline has passed.**

Time off requests must be in quarter-hour increments.  However, different types of leave may be used together to equal quarter-hour increments.  For example, if you need 4 hours of time off but only have 3.70 hours of vacation available, you may submit one request for 3.70 hours of vacation and another request for 0.30 hours of comp time used or leave without pay.  The individual requests are not in quarter-hour increments but the total time requested is in quarter-hour increments.

It is your responsibility to ensure you have enough accrued leave available to cover any requested time off.

In most cases, the system will not allow you to submit a time off request more than 6 months in advance.

## *Requesting Time Off*

1. Click on Employee Time Off Requests

   > Timecard Inquiry  |  Accruals  |  Employee Time Off Requests

2. Click on New to create a new request.

3. Your current time off balances will be listed on the top of the request.  Please review to verify you have enough time for your request before proceeding.

4. Use the magnifying glass to select the appropriate type of leave from the menu.

5. Enter the start date of the leave request or use the calendar to select the date.

6. Enter the stop date of the leave request or use the calendar to select the date.
   - NOTE: A request for a single day of leave will have the same start/stop date.  A request for multiple days of leave will have a different start/stop date.  **If your request will cross a weekend, you must make separate requests for each week.** Otherwise, Kronos will apply leave usage to your weekend.
   - NOTE: You must also exclude holidays from your request.  If you include a holiday date in your request, Kronos will apply leave to that day in addition to the holiday.

**7.** Enter the start time of your leave request in military time.  A chart of the commonly used times is below.

| STANDARD TIME | MILITARY TIME |
|---|---|
| 6:00 AM | 0600 |
| 7:00 AM | 0700 |
| 7:30 AM | 0730 |
| 8:00 AM | 0800 |
| 9:00 AM | 0900 |
| 10:00 AM | 1000 |
| 11:00 AM | 1100 |
| 12:00 AM | 1200 |
| 1:00 PM | 1300 |
| 2:00 PM | 1400 |
| 3:00 PM | 1500 |
| 4:00 PM | 1600 |
| 5:00 PM | 1700 |
| 6:00 PM | 1800 |

**8.** Enter the hours per day of your request.  For example, if you are taking a week of vacation, you'll enter the start date of the week, the stop date of the week and 8 hours per day.  That will create records for 8 hours of vacation on each day during your requested time period.

**9.** Enter a message to your supervisor.

TIME OFF BALANCES (HOURS) AS OF TODAY
COMP-ACCRUAL      6.00
SICK                       42.00
VACATION              68.00

TIME OFF REQUEST
Type            vac
Start date      060914
End date        061314

FILL IN START TIME & HOURS PER DAY
Start time      8:00
Hours per Day   8

Message         Would like to take the week off.

**10.** Click Save.  You will now be returned to your Employee Time Off Request summary screen and will see your request listed.  You also receive an email indicating your request has been submitted to your supervisor.  Your supervisor will receive an email at the same time including a link to your request.

**11.** Once your supervisor approves or denies your request, you will receive an email letting you know the status.

**12.** If the request is approved, the hours will populate on your Kronos timecard.

> NOTE: **The approved time off requests on your timecard can NOT be edited or deleted on the timecard.**  If any changes are needed to those records, you will have to edit the time off request or cancel and resubmit a revised leave request to your supervisor.  Once your supervisor approves the revised request, your timecard hours will update.

**13.** To cancel or edit a request, navigate to Employee Time Off Requests and locate the request that needs updating.  Editing is only allowed on requests with a status of Requested. Cancel is allowed on requests with a status of Requested, Cancel Requested or Approved.

**14.** Highlight the request and go to Actions > Edit or Actions > Cancel depending on the needed change.  Enter a message to your supervisor about why you are editing or cancelling the request and click Cancel or Save depending on the type of request you are making.

**15.** As with new requests, you and your supervisor will receive emails with the cancellation or edit request.  Once approved/rejected by your supervisor, you will receive another email with the status.

**16.** Once the leave request is approved and on your timecard, you must still highlight the records and approve them just as you do with your work hours.  Please see the Kronos Employee Training Manual available on the Kronos website for instructions on that process.

**FINAL NOTE:**  Leave time such as vacation, sick, comp time used, civil, etc. should no longer be manually added to your Kronos timecard.  Those time records must be generated through the TOR process.  The holiday records (HOL) will still be mass added by payroll.